

**October 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Feeding Program Application and Renewal	District/Charter	Child Nutrition	Sally Bartlett Lynda Westphall 332-6821	Federal Regs. 7 CFR 226	Feeding children in Head Start, childcare centers and homes, homeless shelters and At-Risk Snack sites.
October 1	Teacher of the Year	District/Charter	Public Information	Allison Westfall 332-6812	SDE	Districts submit nominations to SDE.
October 15	Civil Rights Compliance Report	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820	Federal Regs. 7 CFR 210	Report summarizes ethnic status from low income applications on file as of October 1 for participants in the National School Lunch Program.
October 15	Application and Budgets for 2005-2006 Federal Special Education Funds	District/Charter	Special Education	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.180	Carry-over allowed if unexpended funds remain as of September 30, 2005 for 2004-2005 grant only. Carry over not allowed for discretionary funds.
October 15	Cash Balance Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	OPE Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 15	District Salary Schedules	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Required for instructional and administrative staff for 2005-2006.
October 15	IBEDS Reporting	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Submission of all district staff and salary for 2004-2005. Used for both funding and statistical purposes.
October 15	Highly Qualified Paraeducators Assurance	District/Charter	Student Achievement/ Public School Finance	Jan Byers 332-6953 Myrna Holgate 332-6845	Federal Law PL 107-110	Required for accountability and continued employment of paraeducators; included as a part of the IBEDS data collection.
October 15	State Accreditation Reports for Elementary, Middle, Junior and Senior High Schools	School/Charter	Curriculum	Shannon Page 332-6942	State Law IC 33-119 Northwest Association	Required for all public schools; voluntary for private schools.
October 15	Title I-A Comparability Reports	District/Charter	Student Achievement	Sherawn Reberry 332-6900	Federal Law PL1073/10	Documentation verifying Title I districts have met federal comparability requirements.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; FTE = Full Time Equivalent

IBEDS = Idaho Basic Education Data System; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reports Management System

IRI = Idaho Reading Indicator; JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

### October 2005 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15	District's Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than October 15.
October 15	Quarterly Cash Balance Report	District/Charter	Special Populations, State Tobacco, and Various Other Programs	Susan Hansen 332-6900 Peggy Temple 332-6874 Lester Wyer 332-6916 Inquire at 332-6874	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15 2005-2006 only (March 1 thereafter)	Supplimental Services Provider Application	District/Charter	Student Acheivement	Jan Byers 332-6953	Federal Law PL 100-297	Required for accountability of schools indented for school improvement.
October 29	Civil Rights Compliance Report	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820+A22	Federal Reg. 7 CFR 210	Report summarizes ethnic status from low income applications for participants in the National School Lunch Program.
October 29	Financial Status Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	State Legislative Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 29	Technology Grant Application and Progress Report	District/Charter	Technology Services	Rich Mincer 332-6972	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.
October 31	Financial Status Report	District/Charter	Speciat Population Services	Susan Hansen 332-6900	Federal Law (NCLB Act) PL107-110	Report of carryover funds from preceeding project fiscal year for federal and certain state programs.

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